



COMMONWEALTH of VIRGINIA

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TO: Finance Directors
Procurement Officers
Agency IT Resources
VITA Enterprise Service Directors
VITA Service Level Directors

FROM: C. Austin Matthews, Chief Financial Officer 

RE: End of the Year Planning and Processing

The Virginia Information Technologies Agency (VITA) Direct Bill process has raised a number of questions regarding year end processing of purchases and planning for utilizing current FY 2005 funds.

To assist you with this process, VITA will prepare a special billing on June 24th that will reflect all payments made by VITA from June 1st through June 21st including the 5/25-6/9 payroll. The billing will give your agency the opportunity to expend current year funds for these items, at your discretion.

To ensure all of your year-end purchases are included on this bill, all items must be ordered, received and invoiced to VITA prior to June 10th. VITA has prepared the following guidelines to improve the chances that your orders will be billed in the current fiscal year. Due to potential extenuating circumstances outside of our control, VITA cannot guarantee that all orders placed by the deadlines will be processed in time for the special billing. As such, for the best results, I strongly recommend your agency place year-end orders as early as possible.

For those order types not specifically addressed in the table at the end of this document, please begin processing a purchase requisition as soon as possible and inform your Enterprise Service Director (ESD) of the circumstances so that resources can be assigned to these projects.

To further ensure your year-end orders are handled as quickly and efficiently as possible, please be sure that:

- Orders are placed in eVA correctly;
- Orders have a valid "V" code;
- Orders include units of measure that are easily received against ("LOT" should be avoided, whereas "ea" or "hr" are preferred);
- VITA is the "Bill To" address (this is not automatic) so that VITA receives the invoice
- Attach all quotes or sole source justifications
- Make sure the P-card box is unchecked
- Make sure the "Send all orders to E-procurement" is unchecked
- Receiving is done by your agency promptly and properly so that VITA can include the purchase in the special billing cycle; and
- The invoice is sent directly to VITA.

Currently, less than 30% of the invoices received by VITA meet all of these requirements. As a result, orders require special processing and experience delays. In the final months of FY05, it is particularly important that these processing errors are avoided so that year-end expenditures can be processed in a timely manner.

In cases where there are no physical items to receive (i.e. maintenance, software licenses, etc), your agency can receive in eVA as soon as the order is released to the supplier. This ensures that payment is made promptly upon receipt of the invoice.

If your agency has a special interest in ensuring that payment for an order is made utilizing current FY funds, please be sure to make arrangements with the supplier for an expedited shipment and invoicing prior to June 10, 2005.

Please direct any procurement questions which are VITA specific to J. B. Edmonds, (804) 371-5948.

Important EOY Guideline Dates

April 1, 2005	NON-Contract purchases between \$50,000 and \$100,000 need to be entered into eVA
April 25, 2005	NON-Contract purchases between \$5,000 and \$50,000 need to be entered into eVA
May 13, 2005	Orders under \$5,000 or contract orders under \$100,000 need to be entered into eVA
June 10, 2005	Invoices for payment in this Fiscal Year must be received by VITA
June 21, 2005	VITA will complete processing payments for orders received and properly invoiced prior to June 10.
June 24, 2005	VITA will prepare a special bill and notify agencies of its availability.
June 30, 2005	Payments to VITA for Direct Bill services must be submitted to CARS